

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Actention: Galleraning	2000.			
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE		
Application Date	Department of Education	Application Number		
	Office of Instructional Services	183-	21	
Application Number	Division of Instructional Media Service	Dets Received	Dete Completed	
1- 1	2054 Twin Towers East	1	<del>-</del>	
	Atlanta, Georgia 30334	DEC 2 0 1982	JAN 2 4 1983	
2. Person to Contact	Working Title		Telephone Number	
Pat Cook	Secy/Typist Senior	656-5	945	
3. Action Requested			,i.	
a. 😡 Establish Retention	Schedule; record will continue to accumulate.			
<ul> <li>b.    Dispose of present at</li> </ul>	ccumulation; no further accumulation anticipated.		• ;	
c.				
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if di	fferent)		
1979 Present	Instructional Modia Corrigon Division An	nual Damarta Fi	100	
1979 Present	Instructional Media Services Division An	nual keports Fi	rieź	
6. Division and Office Function	What is the function of the Division and the Office in	which this record seri	ies is created?	
<u>.</u>			_	
•	This Division is responsible for the			
programming of the Ge	eorgia Public Television Network; developme	nt, product and	distribution	
of media products; me	edia field services to local systems in med	la program deve	elopment;	
	vices; services of the film and audio-tape	indraries; and	tue deverop-	
ment and management o	of special projects related to media.			
	t .	. <del>-</del>	1	
	:	<del> </del>	·	
7. Record Series Description	This file contains the following documents (include form no	ımbers and titles, if ar	ry):	
Documents relating to:	Attach samples of the file.  Appliing division activity reports on a year	lu basis		
Documents reading to. COL	prining division accivity reports on a year	ly basis.		
•				
Included are: Statist	cics, kinds of activities, goals and measur	ement of their	success,	
	al status, records management.			
			,	
			·	
	•			
Elle is serviced. Observe	ologically by calendar year.		٠.	
File is arranged: Chrono	rogically by carelladi year.			
			*	
8. Monthly Reference Rate	How often are records referred to which are:	-	2	
One to six months old $\frac{2}{1}$		o twenty-four months	old;	
twenty-five months and olde	r2,?		e*.	
9. Annual Rate of Accumulation	on of Records			
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify)	2"	
	`			

a. Is this the difficial copy of the series?  If not, where is it?  X	YES	NO	10. Questionnaire	(Place an ")	K" in the proper co	olumn)				
X   x   c. Is this a vital record?	х			- • •	e series?			و م	Ŕ	
X		х	b. Does the series	contain confic	iential information	requiring s	ecurity handling? If yes, gite i	aw or regulation.		
X		X								
A   documents be scheduled separately?	Х	1	d. Does this series	have historica	l or long term rese	arch value?				
X   f. Is the information contained in this series ever published? If yes, attach copy,   g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?		х				necessary to	keep the entire file for a long	period, could these		
If yes, attach copy.		X				ublished?	If yes, attach copy.			
If yes, where?   X   i. Is this series for a major portion of it! regularly microfilmed?   X   i. Does the record series result in a computer printout?	х				in this series ever a	nalyzed and	l/or recorded in a summarized to	report?		
X   1. Does the record series result in a computer printout?   11. Retention Requirements   The following requires the series to be kept:   a. State Law		х		cation of this s	eries in your offic	e, or in anot	ther office or agency?			
11. Retention Requirements  The following requires the series to be kept:  a. State Law	<u> </u>	X					17			
a. State Law	<u> </u>			d series result i	n a computer print	tout?	<del></del>			
b. Statute of limitation	11.	Retent	ion Requirements	Th	e following require	es the series	to be kept:	*		
Attach copy or excerpt of laws or regulations. Explain administrative need.  Administrative Office need  12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:  Ex Calendar Year; Fiscal Year; Other then,  Hold in the current files area month(s) five year(s); then  Transfer to State Records Center; hold year(s); then  Destroy.  Transfer to State Archives for permanent retention.	ŧ	a. Stat	te Law	<del></del>		đ.	Audit period		ì	
Attach copy or excerpt of laws or regulations. Explain administrative need.  Administrative Office need  12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:	į					e.	Administrative need	<u>5years.</u>		
Attach copy or excerpt of laws or regulations. Explain administrative need.  Administrative Office need  12. Approved Disposition Instructions  This agency recommends that the file series be cut off at the end of each:  Ex Calendar Year; Fiscal Year; Other  then,  Hold in the current files areamonth(s)		c. Fed	leral law		years.	f.	Federal retention instructions		ļ	
Administrative Office need  12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:    Calendar Year;   Fiscal Year;   Other	]						* 1 A			
12. Approved Disposition Instructions  This agency recommends that the file series be cut off at the end of each:  Ek Calendar Year;  Fiscal Year;  Other  then,  Hold in the current files areamonth(s)		Attach	copy or excerpt of I	aws or regulation	ons. Explain admir	nistrative ne	ed.			
12. Approved Disposition Instructions  This agency recommends that the file series be cut off at the end of each:  Ek Calendar Year;  Fiscal Year;  Other  then,  Hold in the current files areamonth(s)				iniatrativ	o Offico poo	a	• •			
Calendar Year;   Fiscal Year;   Otherthen,   Calendar Year;   Otherthen,	l	· <u>-</u> .	Adm	Inistraciv	e office need	.1				
Calendar Year;   Fiscal Year;   Otherthen,   Calendar Year;   Otherthen,						;		•		
Calendar Year;   Fiscal Year;   Otherthen,   Calendar Year;   Otherthen,	12.	Approx	red Disposition Instr	uctions Th	is agency recommy	eads that th	a file series he cut off at the en	d of each:		
Hold in the current files areamonth(s)	1				= , ,	-			-	
☐ Transfer to local holding area, holdyear(s); then ☐ Transfer to State Records Center; holdyear(s); then ☐ Destroy. ☐ Transfer to State Archives for permanent retention.					Carenouer Tear;	riscal rea	r; Li Other	tren,		
☐ Transfer to local holding area, holdyear(s); then ☐ Transfer to State Records Center; holdyear(s); then ☐ Destroy. ☐ Transfer to State Archives for permanent retention.	Maid in the current files area monthlet 45 wastet than									
☐ Transfer to State Records Center; holdyear(s); then  ☐ Destroy. ☐ Transfer to State Archives for permanent retention.										
Transfer to State Archives for permanent retention.										
	1									
□ Other (Specify)										
	]	☐ Oth	ver (Specify)			:				
						• '	•		-	
					- -		•			
	1									
						•				
	ļ		. •				•	:		
					ı					
			-							
	ŀ									
		These i	instructions apply to	all prior and f	uture accumulation	ns of the se	ies.			
These instructions apply to all prior and future accumulations of the series.										
These instructions apply to all prior and future accumulations of the series.	Ager	cy Hea	d/Designee /Signat	ure)	Date	Records N	enagement Officer (Signature	) Date	-	
		In.	/ /	//_	1_/_/	1 1	1 . 1 . 1			
Agèncy Head/Designes (Signature) Date Records Management Officer (Signature) Date	X	. 10	egman Co	UP	12/17/82	war	w s. Danng	araner 12/17/	82	
		l	V b		· / .	St	/) ate Records Committee <i>(Sign</i> a	ature) Date	1	
Agency Head/Designee (Signature)  Date  Records Management Officer (Signature)  Date				Chron A		1				
Agèncy Head/Designee (Signature)  Dete Records Management Officer (Signature)  Date  12/17/82 Walker L. Baumgardner 12/17/82  State Records Committee (Signature)  Date		)   7 🛩			itar/Desiman					
Agèncy Head/Designee (Signature)  Dete Records Management Officer (Signature)  Date    Negrous Culp   12/17/82 Walker L. Baumgardner   12/17/82  State Records Committee (Signature)  Date  Recommendations in paragraph 12 are approved.  (If disapproved, attach letter   State Auditor/Designee   Management Officer (Signature)   Date      1-19-83		sappro	ved, attach letter	State Aug	litor/Designee	1.	work sund	1/2/		
Agèncy Head/Designee (Signature)  Dete Records Management Officer (Signature)  Dete  A. Neyman Culp 12/17/82 Walker L. Baumgardner 12/17/82  State Records Committee (Signature)  Dete  Recommendations in paragraph 12 are approved.  State Auditor/Designee		sappro	ved, attach letter	Wo	_ <del></del>	adwo	if weldon	417/83		
		These i	instructions apply to	all prior and f	uture accumulatio	ns of the se	ries.	: -		
These instructions annly as all pring and furgue assumptions of the series	ĺ	) : (C.)	meaructions apply to	eli prior and f	nifera sconunistio	ris of th <b>e se</b>	163.			
These instructions apply to all prior and future accumulations of the series.	Ania	res bla-	d/Designes /Sin	· · ·	Deser	Banneda M	angament Offices /Ciana-	Dana		
		/ //		//	/ /	1 1	1 . 1 . 1			
Agèncy Head/Designes (Signature) Date Records Management Officer (Signature) Date	eq 1	. 00	yman Ü	us)	10/11/82	10000	n 1 Haung	Jananer 12/17/	٥ ك	
Agèncy Head/Designes (Signature)  Date Records Management Officer (Signature)  Date	D	<i></i>	/ dasiana != ====	/ 		St	ste Records Committee (Signa	sture) Date	1	
Agency Head/Designee (Signature)  Dete Records Management Officer (Signature)  Dete  Dete				C			~ <i>^</i> /	1-10-67		
Agèncy Head/Designes (Signature)  Dets Records Management Officer (Signature)  Dets  A. Neyman Culp 12/17/82 Walker L. Baumgardner 12/17/82  State Records Committee (Signature)  Dets  State Records Committee (Signature)  Dets  Pare approved.  State Auditor/Designee	i (H di			209.08 W/O	litor/Designee	1 1/	with sunt		i .	
Agency Head/Designee (Signature)  Date  Records Management Officer (Signature)  Date  A. Neyman Culp 12/17/82 Walker L. Baumgardner 12/17/82  State Records Committee (Signature)  Date  Recommendations in paragraph 12 are approved.  (If disapproved, attach letter		sappro	ved, attach letter	Wo	_ <del></del>	adwo	nd Weldon	1/17/83		
Agency Head/Designee (Signature)  Date  Records Management Officer (Signature)  Date  A. Neyman Culp 12/17/82 Walker L. Baumgardner 12/17/82  State Records Committee (Signature)  Date  Recommendations in paragraph 12 are approved.  (If disapproved, attach letter		sappro	ved, attach letter	Secretary of	State/Designee	ledwo	in weldon	4/17/83		